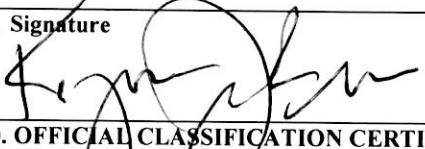
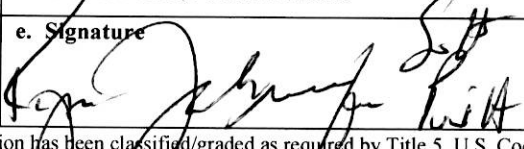



United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Washington, DC		<b>2. POSITION NUMBER</b> EPES17025	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position					
<b>Official Allocation</b>	<b>b. Title</b> Senior Advisor to the Administrator	<b>c. Pay Plan</b> ES	<b>d. Series</b> 0301	<b>e. Grade</b> 00	<b>f. CLC</b>
<b>4. Supervisor's Recommendation</b>	Senior Advisor to the Administrator	ES			
<b>5. ORGANIZATIONAL TITLE OF POSITION</b> (if any)		<b>6. NAME OF EMPLOYEE</b> Susan Parker Bodine			
<b>7. ORGANIZATION</b> (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of the Administrator		g.			
c. Immediate Office		h. Employing Office Location Washington, DC			
d.		i. Organization Code A0000000			
<b>8. SUPERVISORY STATUS</b>					
<input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input checked="" type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b> Ryan T. Jackson, Chief of Staff		<b>d. Typed Name and Title of Second-Level Supervisor</b> E. Scott Pruitt, Administrator			
<b>b. Signature</b> 	<b>c. Date</b> 7/12/17	<b>e. Signature</b> 	<b>f. Date</b> 7/12/17		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b> <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b> <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>c. Financial Disclosure Form</b> <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		<b>d. "Identical, Additional" (IA) Allocation</b> This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		<b>e. FLSA Determination</b> <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Executive		<b>f. Functional Classification Code</b>	
<b>g. Bargaining Unit Code</b> 5554	<b>h. Check, if applicable:</b> <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing (___)		<b>i. Classifier's Signature</b> 		<b>j. Date</b> 07/13/17
<b>11. REMARKS</b>					

## **INSTRUCTIONS**

### **I. ITEMS**

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

### **II. ADDITIONAL INSTRUCTIONS**

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

### **III. DISTRIBUTION**

Original to official position description file in the Human Resources Office.  
Copy to Official Personnel Folder (OPF)  
Copy to Employee

## SENIOR ADVISOR TO THE ADMINISTRATOR

ES-0301-00

This position is located in the Immediate Office of the Administrator (AO). The incumbent serves as a Senior Advisor to the Administrator by performing a wide range of sensitive, complex assignments which are sensitive enough to require the attention of the Administrator.

1. Serves as Senior Advisor to the Administrator. Provides informal advice concerning internal and external Agency policy efforts, receives internal policy briefings, and becomes familiar with relevant broad Agency policy issues.
2. Renders informal advice to identify and analyze emerging legislation and regulatory issues of interest to the Administrator. Maintains a continuing awareness of regulations and the policies and programs supported by the Administration and the Congress.
3. Keeps abreast of new developments within and outside the Federal sector pertaining to assigned areas of expertise and provides informal advice to the Administrator on strategies to accommodate such developments.

### **SUPERVISORY CONTROLS**

Receives broad general direction and policy guidance from the Administrator.

# Investigate

## Position Designation Record

Agency	EPA
Position Title	Senior Advisor to the Administrator
Series and Grade/Pay	ES-0301-00
Band	
Position Description	EPES17025
Number	
Designator's Name & Title	Howard Barnett, Lead HR Specialist

## Potential for Compromise or Damage

### Duties

Government operations – rulemaking, policy, and major program responsibility (includes regulation or policy making, directing, implementing, advising and audits)

### Degree of Potential for Compromise or Damage

One or more of the following:

- Senior management duties or assignments that do not rise to the level of an automatic High-Risk condition
- Substantial responsibility for approving regulations and/or rule-making agendas for significant government programs impacting the public's trust
- Independent responsibility for planning or approving continuity of government operations
- Sets policy for significant government programs impacting the public's trust

## Duties

## Degree of Potential for Compromise or Damage

- Independent agency spokesperson concerning delicate controversial matters impacting the public's trust
- Serves in advisory role to senior agency officials who complete one or more of the above duties

Protection of personal, private, controlled unclassified, or proprietary information-with the potential to damage the public's trust (includes access to or processing of personal information such as that protected by the Privacy Act (PA) of 1974, exempt from disclosure under the Freedom of Information Act (FOIA), financial data, or privileged information involving the award of contracts, contractor proprietary information, etc.)

Access and control over personal, private, proprietary, or controlled unclassified information, the unauthorized disclosure of which could negatively impact the public's trust, through serious damage/harm to:

- The integrity or efficiency of the service
- Individuals or business entities
- Government programs or operations impacting the public's trust

## Adjustment for Program Designation and Level of Supervision

### Adjustments

### Label

**Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)**

Agency impact

**Adjustment for level of supervision or other controls**

Limited or no supervision - ability to act independently in almost all areas almost all of the time

## Total Points Designation

Label	Points	Investigation	Form Required
Total Initial Position Designation Points from Step 2	65		
Adjusted Position Designation Points from Step 3	55	T4	SF 85P

## Sensitivity

Non-Sensitive

## Risk Level

High Risk

Signature: 

Date: 07/13/17

Name: Howard B. Bowers